



Steven L. Beshear
Governor

PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone (502) 564-7430
Fax (502) 564-7603
www.personnel.ky.gov

Nikki R. Jackson
Secretary

MEMORANDUM

PERSONNEL MEMO 09-04

TO: Cabinet Secretaries
Agency Heads
Human Resource Administrators

FROM: Nikki Jackson, Secretary 

DATE: February 5, 2009

SUBJECT: Executive Order #2009-098 – Activation of the Kentucky National Guard
Governor's Request Leave (914)

Pursuant to Executive Order #2009-098 which authorizes the Adjutant General to issue active duty orders for the mobilization of National Guard personnel, all state employees having been issued such orders respective thereto shall be placed on Governor's Request Leave. Such employees shall attach a copy of their individual orders, furnished by their unit, to their timesheet to support use of the Governor's Request Leave. Such leave shall be coded on timesheets at 914. Said orders shall contain the individual's name, and dates required to report to duty, which should be checked against the individual's timesheet.

Employees placed on Governor's Request Leave (914) shall continue to receive full state benefits including wage compensation, health & life insurance, and worker's compensation. Should such employee become injured while on Governor's Request Leave in the performance of their official duties said employee shall be covered by Kentucky's Worker's Compensation.

If you have any questions regarding the Governor's Request Leave policy, please direct them to Mary Elizabeth Harrod, Director, Division of Employee Management, in the Personnel Cabinet at (502) 564-6464.